

# \*\*\* CAREER OPPORTUNITY \*\*\*



## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

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<b>Position Title:</b>	<b>Quality Assurance Analyst #09-04</b>
<b>Location:</b>	<b>Fort Worth, Texas</b>
<b>Closing Date:</b>	<b>December 5, 2008, or until filled</b>
<b>Starting Salary/Range:</b>	<b>CL 26 (\$41,606 - \$67,682)*</b>

\*Depending upon qualifications and experience

### POSITION OVERVIEW:

This position is located in the District Clerk's Office in Fort Worth. The incumbent has district-wide responsibility for reviewing and verifying the accuracy of entries made in the court's electronic case management system, correcting critical errors, and identifying error trends. The incumbent reports to the Special Projects Manager.

### REPRESENTATIVE DUTIES:

Examines and corrects docket entries, takes appropriate action to ensure that DQI critical errors are corrected in a timely manner, and reviews quality assurance reports to ensure that docket entries are accurate, complete, and conform with quality assurance procedures established to meet Data Quality Indicator (DQI) standards.

Maintains quality assurance reports and user error logs, analyzes error trends, and makes appropriate recommendations for additional training and process improvement to minimize recurring errors.

Recommends, develops, and presents training programs to meet the identified needs of both internal and external users of the court's electronic case management system.

Serves as district-wide resource for the court's electronic case management system and the quality assurance of the entries therein. Tests new versions of the case management system before installation.

Analyzes and determines when transcripts subject to redaction may be released for remote electronic access; receives notice of incoming inter-district transfers and maps events as necessary to the local case management system; follows up on instances in which the case management system failed to provide notice to intended recipients.

## **QUALIFICATIONS:**

Knowledge of all aspects of the court's electronic case processing system, with a thorough knowledge of court operations, docketing procedures, and functions. Skill in using spreadsheet, database, and word processing applications. The ability to extract and analyze information from databases to identify error trends. Ability to communicate effectively both orally and in writing. A Bachelor's degree in business or related field is preferred.

## **BENEFITS:**

Employees of the U.S. District Court are entitled to benefits which include health and life insurance programs, scheduled holidays and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting. The applicant must be a United States citizen or provide documentation proving eligibility to work in the U.S.

### **Submit resume with salary history to:**

#### **Human Resources #09-04**

U.S. District Court - Northern District of Texas

1100 Commerce Street, # 1452

Dallas, TX 75242

Fax: (214) 753-2247

Email: [humanresources@txnd.uscourts.gov](mailto:humanresources@txnd.uscourts.gov)

**Resumes without code #09-04 will not be considered.**

**\*\*\*\* The Court is an Equal Opportunity Employer \*\*\*\***

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.